



# *Labor-Management Classification and Compensation Reform Update*

*April 2004*

## **First Classification Study Completed**

In September 2003, the Labor-Management Classification and Compensation Reform Task Force began a classification study to ensure that job classifications fairly represent the work performed by District employees. The Task Force is composed of an equal number of officials from the unions that represent Compensation Units 1 and 2 employees and management representatives.

The first phase of the classification study examined the 303 job series, a miscellaneous “catch-all” group of clerical positions. One reason that we chose this series is that approximately 10 percent of the Compensation Units 1 and 2 employees – or 659 employees – fall within this series. As a result of the study, the Task Force has:

### ***1. Properly Classified Positions***

We reviewed 659 positions in the classification study. Of these:

- 437 positions will remain in the 303 series; and
- 222 positions will move to other job series.

If you are an employee whose position was originally classified in the 303 series, you will receive a letter that explains any changes to your job series, position title, pay schedule, and salary. Next month you will receive an updated position description that reflects the current duties and responsibilities of your position.

### ***2. Reduced the Number of Position Titles***

Within Compensation Unit 1 and 2, the 303 classification for miscellaneous clerical work originally consisted of more than 130 different position titles. This project reduced the number of position titles by more than half, to 59.

### ***3. Updated Position Descriptions***

Having fewer position titles means we can have more accurate, standardized position descriptions for the remaining titles. We standardized 13 position descriptions for the 303 series.

## **Glossary**

**Occupational Group** – This category represents positions that perform a common type of work. For example, the 0300 occupational group represents positions performing General Administrative, Clerical and Office Services work.

**Job Series** – Within a single occupational group, jobs are further classified into series that perform similar subject matter work and have comparable knowledge and skill requirements. For example, many employees in the 0300 occupational group are placed in the 0303 series, the Miscellaneous Clerk and Assistant series.

**Position Title** – This is the name assigned to a position based upon the nature of the work performed and the occupational group.

**Position Description** – This official document describes the major duties and responsibilities assigned to a position at a given time.

**Pay Schedule** – Compensation Unit 1 and 2 employees are each placed on one of nine different pay schedules, based on their occupational group. Pay schedules are arranged by grade and step.

## **Changes Implemented April 4, 2004**

Any changes resulting from the classification study take effect in pay period 9, which began on **April 4, 2004**. In addition, the FY2004 pay raise of 2.5% went into effect on **April 4, 2004**.

You will see the above changes reflected on your paycheck for pay period 9, which you will receive on **April 27** or **April 30**. When you receive your paycheck or pay stub, be sure to review the date, position title, pay schedule, and salary fields.

The other side of this newsletter contains Frequently Asked Questions. If you have any additional questions, please contact your human resource advisor, labor liaison, or union officer.

### **Frequently Asked Questions**

#### **How were positions selected for review?**

The classification team randomly selected specific positions in the 303 series to be audited, not specific employees. Our goal was to determine the proper title, series, grade, and the appropriate position description for each position.

#### **My job series is 303. Why didn't my position receive an audit?**

There are several reasons your position may not have been audited. First, we randomly selected positions within the 303 series. Second, several employees have the same job title within the 303 series; therefore it was not necessary to audit all employees on a single job title.

#### **Is my agency being restructured?**

These classification reviews are not being conducted as part of any agency reorganization or realignment. Instead, they are the first step in the Task Force's efforts to implement classification reform.

#### **When will we see the results of these classification reviews?**

We completed this phase of classification reviews in February 2004. These changes were implemented, effective April 4, 2004. Changes resulting from these reviews will be reflected in your paychecks for pay period 9, which you will receive April 27 or April 30.

#### **Will the classification study result in any change to my pay?**

Each employee affected by the classification study of the 303 series will receive a personal letter detailing his or her new job title, series, grade, step, and salary. In addition, these employees will receive a new position description sometime next month.

#### **Will positions in any other job series be audited?**

We intend to expand our audit to additional series and occupational groups. When the Task Force has determined which series will be reviewed next, we will notify union leaders, agency heads and human resources advisors, who will be responsible for notifying employees.

#### **When will we receive the FY 2004 pay raise included in the new collective bargaining agreement for FY 2004 – FY 2006?**

The new pay schedules are effective April 4, 2004. Your paycheck of April 27 or April 30 will reflect the 2.5 percent pay increase, as determined in the collective bargaining agreement.

#### **Who can I talk to if I have questions about my situation?**

If you have any additional questions, please contact your human resource advisor, labor liaison, or union officer.

### **Members of the Labor-Management Classification and Compensation Reform Task Force**

George Johnson, Executive Director, AFSCME Council 20  
Mary E. Leary, Director, Office of Labor Relations and Collective Bargaining

#### **Labor-Management Representatives**

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Barbara Bailey, DHS  
Ellen Flaherty, DC Public Library  
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Michael Jacobs, OLCRB  
Mary Montgomery, DCOP  
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